

## **JOB DESCRIPTION**

### **TITLE**

K-12 Division Assistant Principal

### **POSITION TYPE**

Exempt

### **PRIMARY FUNCTION**

Provides instructional and administrative leadership in conjunction with the elementary/secondary school principal.

### **MINIMUM QUALIFICATIONS**

- Hold a Virginia Postgraduate Professional license with an endorsement in School Administration and Supervision, preferred endorsement in Special Education K-12
- Minimum of three years of successful teaching experience in certified/endorsed area and preferred experience (two years or more) in school administration.
- Knowledge of human growth and development and human relations skills
- Sufficient mobility to perform hall and school ground monitoring activities.
- Works collaboratively and effectively with K-12 students, parents, community members, faculty, staff, and administrative staff members
- Applies problem-solving skills in the workplace and interpersonal situations to meet strategic goals, funding requirements, general supervision, and operation of the school
- Possesses high moral standards and integrity
- Knowledge of special education, curriculum and instruction, financial management and long and short-term planning skills

### **REPORTS TO AND SUPERVISED BY:**

Elementary and Secondary School Principals

## **SUPERVISION EXERCISED**

The K-12 Division Assistant Principal works in conjunction with the elementary and secondary school Principals to supervise school personnel.

## **PERFORMANCE RESPONSIBILITIES**

- Serves as the Local Educational Authority (LEA) for special education meetings, processes, and procedures within the school division.
- Collaborates with and oversees the special needs, Section 504, gifted education, and other student programs throughout the district. Works with special education case managers, Central Office administration, parents, teachers, students and teachers to ensure that all aspects of the special student programs and needs, student identification, and student assistance plans, are compliant and effectively servicing the needs of individual learners.
- Serves as the leader for learning by managing the building instructional program, implementing the state and local curriculum, supporting the school division's Program of Studies, and ensuring that faculty and staff have proper materials, instructional methodology training and professional
- Provides input for master scheduling, daily scheduling, and special events.
- Interviews and assists in the employment of school personnel, on-boards and orients new employees/staff to school, assigns and schedules faculty and staff, works with leadership appointments, maintains personnel records and evaluation schedules and supports the employment and assignment of substitute personnel
- Works with all division curriculum reviews, evaluations and instructional initiatives, participates in school division administrator meetings and collaborates with School Board Office administration
- Observes and assesses/evaluates classroom instruction and implements the school division's teacher evaluation system, evaluates the performance of all school-based personnel; provides assistance and support to teachers to help them successfully meet targets, performance indicators, learning objectives and classroom management goals
- Communicates openly with students, parents, community partners and agencies as an advocate and supporter of the school and school programming. Works with community volunteers to effectively match their skill sets with student social and learning needs. Engages community and parent resources to form strong partnerships to support student success
- Participates with other professionals around student attendance and registration processes with school Registrar and attendance staff. Works with the School Social Worker, School Counselor, and other district personnel to monitor student attendance and attendance improvement plans, assign student schedules and maintain accurate student records. Monitors student academic progress
- Coordinates with each School Principal, faculty/staff and community members on the preparation and development of the annual School Improvement Plan (SIP). Ensures that the document identifies and monitors key performance indicators and goals, is directly linked to the school division's Strategic

Plan, and is updated and course-corrected for continuous improvement

- Assists with the budget development process to ensure compliance with all fiduciary responsibilities, procedures, expectations, and School Board policy
- Coordinates and supervises all co-curricular and extra-curricular activities, reviews and approves educational field trips and transportation to all off-site scheduled events and activities, as well as reviews, approves, supervises, and evaluates all volunteer placements and activities
- Supports and assists faculty with the consistent implementation of the school division's Student Code of Conduct. Counsels, confers, and partners with parents, staff, community resources and agencies to support positive student behavior.
- Performs other duties as assigned by the Principal and Superintendent

## **JOB SPECIFICATIONS**

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The duties of this position are complex and diverse. Successful candidate must have ability to multitask, deal with change and show initiative and assume responsibility for working productively with minimal supervision. Many of the duties of this position are performance in a school/classroom environment. Noise levels in the work environment can vary but remain moderate in most cases. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have ability to sit and stand for extended periods of time, see and read a computer screen and printed with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds to shoulder height, to stoop, sit on the floor, climb stairs, walk and reach overhead.

### **TERMS OF EMPLOYMENT**

Eleven months/ 220 days. Salary according to School Board Pay Plan.

### **EVALUATION**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

### **APPROVED BY SUPERINTENDENT**

5/2018 (Updated 6/10/20)

### **JOB DESCRIPTION PREPARED BY**

Director of Human Resource

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a

comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information, or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.***